

3304 - COMMUNITY DEVELOPMENT SPECIALIST

NATURE OF WORK

This is responsible professional and technical work involving, but not limited to the following areas: Community Development Block Grant (CDBG) Programmatic Compliance Enforcement, Compliance for Federal/State Grants, Contracts and Budgets, HUD Labor Standards/Contract Compliance/EEO Compliance, CDBG Annual Grantee Performance Report, HUD Supplemental Disaster Relief Funds Grantee Performance Report, CDBG Environmental Review Records/Clearance, HUD Section 108 Loan Program Environmental Review Records/Clearance, HUD "Consolidated Plan," City of Miami Beach ADA Compliance · CDBG Section 504 Handicapped Requirements/ADA, CDBG Project Manager/Contract Administrator for: Recreation, Culture and Parks Department - Four Parks: Flamingo, North Shore, Normandy Isle and Tatum and Stanley C. Meyers Health Center, as well as the provision of technical assistance. Work is assigned and reviewed by the Housing and Community Development Director.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Reviews, analyzes, verifies, recommends, researches and writes reports on CDBG Programmatic Compliance.

Enforces all aspects of the Davis-Bacon Act - HUD Labor Standards/Contract Compliance/EEO Compliance. Prepares all Labor Standards contract forms, conducts Pre-construction meetings with sub-recipients, developers and contractors. Conducts inspections of work sites and interview workers.

Approves eligibility of developers and contractors to participate in CDBG Program.

Coordinates and prepares CDBG Annual Grantee Performance Report (GPR). Compiles and analyze statutory, programmatic, financial and performance data from all project managers for each activity underway (currently there are over 40 activities underway).

Works with City financial ledgers to incorporate data in the GPR and ensure concordance between the report and City Financial Records.

Ensures City compliance with all aspects of HUD Environmental Impact Regulations under 24CFR Part 58, for all activities funded with CDBG Funds and for Section 108 Loan Program. Conducts environmental impact reviews for all program year activities and new activities.

Studies researches and assists in the adoption of HUD's new "Consolidated Plan".

Assists City ADA Coordinator, and all pertinent Departments, in bringing the City into compliance with the Americans with Disabilities Act (ADA) and Section 504 Handicapped Requirements.

Monitors all CDBG funded activities for the Recreation, Culture and Parks Department.

Determines what Housing & Community Development Division files must be retained and for how much longer, in compliance with State of Florida law.

Prepares annual Memorandum of Understanding between the City and the Florida State Historic Preservation Office (SHPO).

Provides assistance to the Director of Housing and Community Development Division with different aspects of the everyday functioning of the CDBG Program and other general office activities.

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Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the laws, rules, regulations, procedures and policies governing the funding and administration of CDBG and other Federal and State assisted housing improvement or development programs.

May require considerable knowledge of the methods and techniques of calculating construction cost estimates and of the preparation of construction plans and specifications.

Knowledge of research methods and the availability of information in the field of housing assistance.

May require knowledge of building construction methods, materials, and applicable codes.

Some knowledge of Real Estate principles and practices. Some knowledge of government assisted housing rehabilitation and/or development financing.

Some knowledge of the preparation of CDBG or other Assistance funding proposals and related program documents, as well as relocation policies.

Some knowledge of Federal Labor Standards requirements. Ability to communicate effectively, both verbally and in writing.

Ability to conduct research related to housing assistance proposals, including ability to prepare and deliver reports and other related materials.

Ability to establish and maintain effective working relationships with other employees, City officials, officials of other agencies, clients and the general public.

Ability to analyze, interpret and prepare residential construction plans, drawings and specifications.

Ability to maintain accurate records.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with major course work in urban studies, planning, economics, public or business administration, or related field and considerable experience in the planning, coordination, and implementation of assisted housing programs, or an equivalent combination of education and direct Community Development Program experience. Experience may substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

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General and specific assignments are received from and reviewed by Housing and Community Development Director; work is performed with little direct supervision and with some latitude for use of independent judgement in the selection of work methods and procedures. Work is reviewed for compliance with established objectives and standards.

SUPERVISION EXERCISED

Usually none.

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